



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062120R10010

ISSUANCE DATE: May 14, 2020

CLOSING DATE/TIME: May 28, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management Specialist - Malaria

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers/application will not be considered. Offerors/Applicants should retain copies of all offer/application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers/applications.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Tim Pruett

Timothy Pruett
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062120R10010
2. **ISSUANCE DATE:** May 14, 2020
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 28, 2020, 5:00 P.M.
4. **POINT OF CONTACT:** USAID/Tanzania Human Resources Office, email: daresalaamexohr@usaid.gov. Please DO NOT send application to this email address. For mailbox to send applications, see section IV of this solicitation.
5. **POSITION TITLE:** Project Management Specialist - Malaria
6. **MARKET VALUE:** Step 1 - TShs. 91,377,394 through step 14 - TShs. 141,634,952 per annum equivalent to **FSN-11**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Tanzania. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** One Year with four option years, estimated to start on August 16th, 2020.

The **Base period** will be September 16, 2020 to September 14, 2021, estimated to start on September 16, 2020. In accordance with FAR Part 17, subpart 17.2, section 17.203(a), based on Agency need, the Contracting Officer may exercise additional option periods for four years - for the dates estimated as follows:

Base Period:	09/16/2020 to 09/14/2021
Option Period 1:	09/15/2021 to 09/13/2022
Option Period 2:	09/14/2022 to 09/12/2023
Option Period 3:	09/13/2023 to 09/11/2024
Option Period 4:	09/12/2024 to 09/10/2025

8. **PLACE OF PERFORMANCE:** Dar es salaam, Tanzania, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Offerors/Applicants must be Tanzanian citizens
10. **SECURITY LEVEL REQUIRED:** Facility Access

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The incumbent will be a Project Management Specialist - Malaria for the management and coordination of selected malaria activities under the U.S. President's Malaria Initiative (PMI) within the Health Office (HO). The incumbent will play a key role in the design, planning, and implementation of PMI activities, ensuring that the activities comply with U.S. Government regulations and are aligned to the Government of Tanzania (GoT) priorities.

The incumbent will have a wide range of duties related to administrative and financial management of activity implementation for the PMI programs, such as monitoring, reporting on, and evaluating partner performance; identifying and analyzing problems that affect performance; making recommendations for revision of work plans to achieve intended results; collecting data on indicators to measure progress; maintaining project records and status reports; preparing and updating project documentation; and tracking partner expenditures and budgets for PMI.

2. Statement of Duties to be Performed

A. Manage Acquisition and Assistance Agreements under PMI – 35% of time

The Incumbent represents USAID as the manager of major acquisition and assistance agreements under PMI with substantial annual budgets. Currently, the PMI budget is \$44 million, with 15 activities. In this role, the Incumbent is required to design, monitor, and identify gaps in specific activities within both the bilateral and field support assistance agreements as Agreement/Contract Officer Representative (AOR/COR) and Activity Manager. The Incumbent will be managing four activities as AOR/COR, alternate AOR/COR or Activity Manager.

The Incumbent will act as USAID representative in the management of PMI-supported activities by reviewing annual work plans and budgets, conducting field monitoring visits, reviewing progress reports, identifying delays and developing solutions, and ensuring adherence to USAID rules and regulations. PMI-supported activities include overseeing grants, cooperative agreements or contracts for malaria vector control and prevention (i.e., bednet, indoor residual spraying, entomology monitoring, and social and behavior change programs), and prompt and effective diagnosis and treatment of malaria (i.e., case management). As need arises, the Incumbent is also called upon to manage acquisition and assistance agreements in other areas of the HO portfolio, including HIV/AIDS, family planning and reproductive health, child survival, nutrition, and other infectious diseases.

B. Support Design and Implementation of New Activities – 30% of time

The Incumbent, under the direction of the Malaria Program Unit Lead, will assist in developing annual Malaria Operational Plans (MOP) in line with PMI guidance, objectives, and goals. The Incumbent will take the lead in arranging the yearly planning and consultative meetings for the development of the MOP. The Incumbent will be responsible for the logistical requirements for the meetings and will be the custodian of all the technical presentations made in the planning meetings.

The Incumbent will participate in writing and editing sections of the MOP document and organizing the budget for the MOP. This requires analytical and strategic thinking skills in order to align resource allocation to the identified activities. The Incumbent will be the custodian of the PMI procurement plan. Following the annual MOP approval, the Incumbent will advise and assist the malaria program unit on the procurement actions for PMI. These include but are not limited to timely issuance of funding requests such as Requests for Proposals (RFPs), Notice of Funding Opportunity (NOFO), and Task Orders. The Incumbent will ensure that procurement actions and solicitation documents adhere to USAID regulations. The Incumbent may be asked to participate in the selection process by serving on the Technical Evaluation Committees (TEC).

C. Coordinate Integrated Health Social and Behavioral Change Communication Activities – 20% of time

The Incumbent will participate in the management of USAID/Tanzania' integrated health social and behavioral change communication (SBCC) activities, including integrated SBCC activities. S/he will provide technical expertise in the review and finalization of SBCC strategic documents and plans. The Incumbent will work with the Ministry of Health, Health Promotion section and PORALG to develop guidelines for SBCC implementation focus in health areas i.e. malaria, HIV/AIDS, family planning, tuberculosis, maternal and child health, nutrition and other infectious or non-communicable diseases. This includes the review, approval, and branding of Information, Education, and Communication (IEC) materials. The Incumbent will support the coordination of SBCC activities across the HPO and will liaise with the Development Outreach Communication Office, advise on branding and updating briefing materials and fact sheets, and organize advocacy events for the health office.

The Incumbent will support the management of the SBCC activities for all of the health facility and community-based interventions. These interventions include increasing the use of health services, demand for quality health care and improve individual and community prompt care seeking behaviors. The Incumbent will be required to attend and represent HO at the SBCC technical and planning, advocacy, and policy meetings with senior and mid-level PORALG and Ministry of Health staff, and other representatives from donors and the private sector. This requires the Incumbent to maintain effective relationships with representatives from the Government of Tanzania, donors, and the private sector. The Incumbent must possess good skills in communication, negotiation, and diplomacy in order to steer technical and policy discussions and move the SBCC agenda forward in line with USAID guidance.

D. Perform Administrative and Technical Duties – 15% of time

As a member of the HO, the Incumbent is called upon to fulfill reporting, documentation, and other administrative requirements for USAID and PMI activities. Such duties include responding to inquiries from headquarters in Washington DC and Atlanta, organizing partner planning meetings, drafting cables, and responding to information requests from senior Mission management and other Mission programs. The Incumbent will work in close coordination with the embassy's public relations team to coordinate activities for the visiting delegations, which involves identifying appropriate visit sites to observe PMI activities and contacts in both the public and private sector, arrange appointments with partner organizations, prepare briefing

documents and speeches, and accompany visitors as the technical guide and interpreter as the need arises.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The position is supervised by the Project Management Specialist – Malaria Unit Lead

4. Supervisory Controls: None

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** Master's degree or host-country equivalent in Public Health, Health Management, Epidemiology and/or Social Science is required.
- b. Prior Work Experience:** A minimum of five years of progressively responsible, job-related, professional-level experience working as public health specialist. Experience working with a broad base of health areas including malaria, HIV/AIDS, TB, family planning and maternal and child health. Prior experience should include management of health project/program planning, designing, budgets, and implementation, and coordination of stakeholder process including working with external factors, such as governmental officials, development partners is required. Experience in social and behavior change communication would be an added advantage.
- c. Post Entry Training:** Specific job-related training will be provided through formal training in USAID- sponsored courses and through other specialized training, as appropriate, to enable the incumbent to perform his/her duties in accordance with USAID and US Government policies, rules and regulations.
- d. Language Proficiency:** Level IV English and Kiswahili is a requirement
- e. Job Knowledge:** The job holder must have a detailed and broad knowledge of the program/project design, implementation, monitoring and evaluation, as well as the structure and operations of the PORALG and Ministry of Health in both Mainland and Zanzibar. The Incumbent must be familiar with the policies, procedures, and regulations of the Government of Tanzania related to health care delivery and management issues commonly encountered in the implementation of activities supported through donor funds in Tanzania.
- f. Skills and Abilities:** The position requires excellent judgment and strong analytical skills for making independent and sound decisions regarding the management of USAID-supported cooperative agreements for malaria control activities in Tanzania. The Incumbent will be required to demonstrate excellent interpersonal skills, as well as skills in developing and maintaining effective relationships with key contacts in the Government of Tanzania, the U.S.

Government, non-governmental organizations, and the private sector partners. This includes the ability to work well as a member of a highly performing team; and establish and maintain relationships with senior ministry officials and USAID implementing partners with diplomacy and tact. Strong skills in written and oral communication and presentation are mandatory. Ability to interpret and represent USAID policies and regulations is necessary. The Incumbent is also required to have computer skills and the ability to use office software packages, including Word Processing, PowerPoint, and Spreadsheets.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Offerors/Applicants will be required to have the minimum qualifications expressed in Section II and will be assessed based on the following factors:

- | | |
|---------------------------------------|-----------|
| 1. Work Experience | 40 points |
| 2. Job Knowledge and Technical Skills | 35 points |
| 3. Language Proficiency | 15 points |
| 4. Education | 10 points |

USAID/Tanzania reserves the right to interview only the highest ranked offerors in person or by phone or not to interview any candidate.

Consideration and selection will be based on a panel evaluation of the Evaluation Factors enumerated above. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

After the closing date for receipt of offers, a selection committee will be convened to review offers and evaluate them in accordance with the evaluation criteria. Offers from candidates who do not meet the minimum requirements will not be considered or scored.

Reference checks will be made only for offerors/applicants considered as finalists. If an offeror/applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's/applicant's cover letter, and USAID will delay such reference check pending communication with the offeror/ applicant.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit (1) a current resume or curriculum vitae; (2) a cover letter, not to exceed three pages, addressing how the applicant meets the Required Qualifications {(a) education; (b) prior work experience; (c) knowledge, (d) skills and abilities}; and (3) any other documents (certificates, awards, copies of degrees earned, etc.) that address the qualification requirements of the position as listed above, and a list of three (3) to five (5) references with complete contact information, including e-mail address and telephone numbers.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted only online via mailbox **usaidtzlesapps@usaid.gov**.
3. To ensure consideration of offers/applications for the intended position, Offerors/Applicants must prominently indicate the **position title (Project Management Specialist – Malaria)** in the subject line. Failure to do so will result in an incomplete offer/application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Biographical Data Form for Security (Department of State Forms)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- a) Retirement Benefit (Defined Contributions Fund)
- b) Medical Coverage
- c) Life Insurance
- d) Annual and Sick Leave

2. ALLOWANCES (as applicable):

- a) Miscellaneous Benefit Allowance
- b) Vacation and End-of-Year Bonuses

VII. TAXES

Local Income Taxes: Contractors/Employees are responsible for calculating and paying local income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>